



Job Posting

Creston, BC

RECEPTIONIST—CRESTON

Part-Time, Benefited

The Regional District of Central Kootenay is currently inviting applications for the position of **Receptionist** at our Creston Office.

The Receptionist is the first point of contact for external clients to RDCK Creston Office, and they foster great customer relations by providing a positive experience for callers and visitors. The Receptionist is responsible for coordinating activities of the Front Desk, greeting visitors as they arrive, answering the phone, and responding to inquiries. The Receptionist is expected to maintain a thorough knowledge of the RDCK and be comfortable and confident in connecting the public with the right RDCK resources.

REQUIRED QUALIFICATIONS:

- High school diploma or GED, or an acceptable combination of education and experience;
- Three 3 years of related work experience, such as in reception or customer service; and
- Experience working with Microsoft Office products, including Excel, Word, and Outlook.
- Post-secondary education in an administration field would be considered an asset.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Superior interpersonal skills
- Strong written and verbal communication skills
- Excellent analytical and problem solving skills
- Excellent knowledge of routine office practices and procedures
- Basic cash handling and reconciliation skills
- Demonstrated aptitude for finding solutions
- Demonstrated skill in the preparation and dispersal of agendas, minutes and other materials for meeting
- Proven ability to prioritize, while working under pressure and time constraints
- Ability to work well with employees at different levels of the organization
- Ability to maintain and preserve confidentiality, and

act with tact and diplomacy

- Ability to understand and carry out established accepted procedures
- Ability to effectively manage interruptions and constantly changing priorities
- Willingness to learn and adapt to change

This is a benefited position working minimum 25 hours per week up to 35 depending on operational needs. The normal starting hourly rate for this position is \$28.73 with a range from \$27.48 to \$31.22 based on experience.

The full benefits package includes extended health and dental, short & long term disability coverage, life insurance plus 3 weeks paid vacation time to start and enrollment in the Municipal Pension Plan when eligible (as per MPP rules).

This posting along with a detailed job description can be found on our website at www.rdck/jobs.

To apply please complete our online form which can be found here: [Employment Application](#).

Applications in the form of a resume & cover letter detailing qualifications & experience relevant to the position will be accepted until **9:00am on March 29, 2024**.

Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted.

This posting may be used to fill other similar positions within the RDCK over the next six months.

For more information contact:

humanresources@rdck.bc.ca | 250.352.8150

or visit rdck.ca/jobs to apply